NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT
SCHOOL EMERGENCY NOTIFICATION SYSTEM GRANT

Allocation of Emergency Management Performance Grant (EMPG) Funds

CHECKLIST OF INFORMATION NEEDED FOR APPLICATION:

- ☐ Online grant application must be completed by someone authorized on behalf of both the police department and/or school(s).
- ☐ Number of schools in the grant request.
- ☐ Number (approximate) of school devices (computers, laptops, tablets, etc.) that will have the software installed.
- ☐ Number of police devices that will have the software installed.
- ☐ Electronic copy of your quote (PDF, JPG, PNG accepted formats) – *will be uploaded to the application.*
- ☐ Physical address of all schools in the grant request.
- ☐ Contact information for participating school district.
- ☐ Contact information for participating police department.

Both the school and local police department should participate if both exist; however, a school district can independently apply if their local community does not have a police department and a police department can apply if their local community does not have a school. Also, a law enforcement agency may apply on their own if their schools are not interested, however, they MUST provide a statement showing mutual response to a community that has the software.

A STEP-BY-STEP GUIDE…

RESOURCE CENTER

Resource Center Logo

I. Go to the HSEM Website http://www.nh.gov/safety/divisions/hsem/
II. Click the **Resource Center** logo on the far right of the Welcome screen
III. Click the School Emergency Notification System Grant button on the screen
IV. Complete the six steps of the application:

Step 1) Answer the three initial questions. Who are you representing? Who are you applying on behalf of? Are you authorized to apply for this grant?

Step 2) Enter information about the requesting community, a point of contact, and an alternate point of contact.

Step 3) Enter number of schools, number of police devices, and approximate number of school devices. Upload a copy of the quote provided by the vendor and the total dollar amount of the quote. Enter the participating school(s) addresses.

Step 4) Answer the Project Eligibility Checklist questions. Contact your assigned HSEM Field Representative if you need help answering these questions.

Step 5) Agree to the Understanding of Payment and select your method of meeting the grant match requirements.

Step 6) Complete the Signature & Certification Page.

V. Click the **Submit** Button.

Confirmation emails will be sent to the listed Point of Contact (representative of the grant's Fiscal Agent).

COPsync911 is a pre-approved vendor for this grant

CONTACT EMPG PROGRAM VIA EMAIL NHEMPGProgram@dos.nh.gov.